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Church Council Manual

Section: Organization	Terms of Reference
Effective date: 2019-Sep-25 Reviewed/revised date: 2026-June-24	CT #04: Board of Worship

Reference

Bylaw 8. ***Congregational Council and its Officers***

Section 2. *There shall be a Board of Deacons, a Board of Trustees, a Board of Education, and a Board of Worship, each with no less than four (4) members elected at the Annual General Meeting of the Congregation from those members on the congregational membership roster who have attained the age of eighteen (18). Each member has a term of two (2) years. They shall be elected in such a way that approximately half the members of each Board will be elected in any one (1) year. No member of the Boards shall be eligible to serve more than three (3) consecutive terms on any Board or combination of Boards.*

Section 3. *The Officers of the Congregation and a representative from each Board, chosen by the respective Board, shall constitute the Congregational Council. All shall be voting members of the Congregational Council, and all must also be members on the congregational membership roster. The Officers of the Congregation shall be the Officers of the Congregational Council.*

Bylaw 9. ***Duties of the Congregational Council, its Officers, and its Boards***

Section 7. *Each of the various Boards shall:*

a. elect a chairperson from its own membership;
b. normally meet once a month; and
c. make reports to the Annual General Meeting of the Congregation.

Section 11. *The Board of Worship shall:*

a. have special responsibility with the rostered minister(s) for all aspects of the Congregation's worship;
b. work toward a vital worship life in the Congregation; and
c. seek to involve all members of the Congregation in worship and make recommendations concerning worship to the Congregation through the Congregational Council.

Membership

Per Bylaws cited above.

Mandate

- Per Bylaws cited above.
- Have a Board of Worship member attend each meeting of the Congregational Council.
- Other tasks as assigned by the Congregational Council.

Reporting

- As appropriate, submit a written report of Board of Worship activities to the other members of the Congregational Council no less than 24 hours before each regularly scheduled meeting of Council.
- Submit a written report to the Annual General Meeting of the Congregation.

Responsibilities

- Recruit volunteer assistants as needed.
- Create working groups, committees, and/or sub-committees as necessary to carry out responsibilities.
- Plan worship services.
- Arrange periodic healing services
- Reset sanctuary seating.
- Visual enhancement of worship space.
- Hire Cantor and Choral Scholars.
- Arrange musicians.
- Arrange Luther Court worship assistants.
- Arrange pulpit supply.
- Organize seasonal worship and activities.
- Oversee Ushers.
- Oversee Altar Guild.
- Collaborate with other Boards and Committees as appropriate.
- If a Board member resigns, report the effective date to the Congregational Council.